

Diocese of Dallas Synod

Student Internship - Administrative Assistant

Position: Administrative Assistant Intern for Chair of Synod Preparatory Commission

Location: Hybrid in-person & virtual

Time commitment: 12-15 hours a week.

Hiring Timeline: Position open *September 2021*

Duration: September 2021 - May 2022 with possibility of extending through summer 2022

On-Site Supervisor: Lacy de la Garza, 214-379-2885, ldelagarza@cathdal.org

About Diocese of Dallas Synod:

A Synod is a unique event in the life of a diocesan Church, wherein the Bishop, exercising the office proper to him of governing the local Christian community, invites a process of dialogue with clergy, religious, and the lay faithful of the diocese with the purpose of establishing a clear vision for pastoral care normative to the present time and culture. The Dallas Synod begins on December 12, 2021 on the 490th anniversary of the apparition of Our Lady of Guadalupe and concludes on December 12, 2031 which is the 500th anniversary of the apparition. The Chair of the preparatory commission oversees the preparatory commission, which is responsible for planning the preparatory phase in 2021, executing the preparatory phase from 2022-2023, and executing the synod itself in 2024.

Position Description:

The Diocese of Dallas has not held a synod in nearly 100 years, and has chosen now to examine two main questions. What does the Catholic Church in Dallas look like post-pandemic, and what should it look like? Using these guiding questions, the synod preparatory commission holds the responsibility of writing the Synod Directory for the Dallas Synod scheduled in 2024, as well as executing the listening sessions during the preparatory phase. This position will be an integral assistant to executing the necessary pre-work during the synod preparatory phase to ensure a seamless Dallas Synod in 2024. By helping the Chair to effectively manage calendars, plan and execute large meetings, coordinate other interns, and keep track of administrative tasks, you contribute positively to the future of the diocese and the Catholic faith in Dallas. Your efforts will lead to a more engaged, informed, and active faith-filled community. This internship with the Diocese of Dallas Synod will allow you serve others and develop yourself in a professional, constantly growing environment. This position will allow you to gain valuable administrative, organizational, technical, and communication skills.

Duties include:

- Assist Chair with administrative tasks including but not limited to scheduling meetings, completing mailings, and task-tracking
- Work closely with Chair and other staffers to streamline and manage task assignments and task completion
- Familiarize yourself with the intricacies of the synodal process
- Keep records, database, and task assignment processing up to date
- As academic schedule allows, attend large meetings to assist with set-up and meeting management

Necessary Skills:

- Exceptional digital organizational skills
- Excellent written and verbal communication
- Able to make and receive professional phone calls
- Attention to detail
- Self-starting and friendly attitude
- Time management
- Problem-solving
- Technology familiarity

What makes a successful administrative assistant intern?

- Graduate students preferred. Upperclassmen and exceptional underclassmen will be considered
- Awareness of and enthusiasm for the Catholic Church
- Ability to learn the art of calendaring and scheduling meetings for groups with widely varying schedules
- Some familiarity preferred in database management and programs such as HubSpot, Teams, and SharePoint, or at least a high level of computer savvy & an intermediate level of data entry abilities
- Excellent communication, interpersonal, phone, and organizational skills
- Bilingual preferred (English & Spanish), but not required
- Highly motivated & autonomous individual, self-starter, with excellent time management skills
- Teamwork, management, leadership skills; must be able to coordinate and work with supervisor closely to make sure tasks are completed correctly and on time
- An attitude of helpfulness and courtesy
- Problem solving & critical thinking skills
- Well-versed in Catholicism and Catholic doctrine, or at least familiar enough to know where to find answers when needed on specific topics of discussion
- Some experience with event planning a plus, but not required

Evaluation

You will report directly to the Chair of the Synod Preparatory Commission and will be evaluated on the following elements:

- Discretion
- Attention to detail
- Ability to manage scheduling calendar events and calendar conflicts efficiently
- Ability to project manage
- Ability to communicate well with a wide variety of people across sensitive and less sensitive topics

Your supervisor will hold regular one-on-one meetings with you to discuss growth, goals, and development. This internship is an excellent way to both develop and demonstrate your skills, as well as a chance to grow as a professional individual through receiving feedback on your performance and areas of growth. You will be asked to self-evaluate regularly and keep track of your own tasks as well as the tasks of others.

To apply: Email your resume and cover letter to ldelagarza@cathdal.org.

After being screened, if you are chosen for the internship then you will also need to complete the following steps:

1. Submit a screening form through the Diocese of Dallas website that includes information to complete a background check and submitting 3 references.
2. Complete a video training on Sexual Abuse Awareness.
3. Complete a Safe Environment interview.